

57-4142

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Transmittal of Survey Report

1. The accompanying paper presents observations and proposals stemming from a review of personnel management procedures employed in certain elements of the DD/P organization. Limitations of time dictated a narrowing of the survey primarily to a consideration of personnel work performed in the FE Division, combined with an examination of the sequence or flow of these activities outside the Division in order to examine critically the effectiveness of existing allocations of responsibilities.

2. When it became apparent that time did not permit a broad survey at the Area Division level it was initially still hoped that the findings in the FE Division could serve as a prototype of personnel workload problems at the Area Division level generally. This hope did not materialize. A cursory look at one or two other Area Divisions demonstrated that each Division has developed a relatively independent system for exercising its internal personnel responsibilities.

3. To a degree, undoubtedly it is wise to permit individual adaptation to separate operating requirements and conditions. However, the situation appears to have evolved beyond such healthy development; systems of files, forms, reports and paper routings have occasionally grown up or been preserved without critical scrutiny to insure that they represent useful requirements.

4. The varying ratios of personnel people to total manyear strength of the separate Divisions partially reflect the individual status of the personnel programs of the Divisions. These ratios are shown in the following breakdown:

JOB NO. 78-04718A BOX NO. 69 FLD NO. 18 DOC. NO. 1 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S SECRET JUST. 22
NEXT REVIEW DATE 1988 2/7/99 REVIEWER 06/622 TYPE DOC. 02
NO. PGS. 2 CREATION DATE 08/32 OF 32 ORG CLASS S
REV CLASS C REV COORD. HR 70-3

~~CONFIDENTIAL~~

SUBJECT: Transmittal of Survey Report

<u>Personnel</u> <u>Strength</u>	<u>Employees Doing</u> <u>Personnel Work</u>	<u>No. Employees</u> <u>Served by</u> <u>1 Personnel</u> <u>Employee</u>
-------------------------------------	-------------------------------------------------	-----------------------------------------------------------------------------------

EE
FE
NEA
SE
SR
WE
WH



Comparisons based on ratios may well be quite superficial, since these figures ignore the different requirements which confront each Division. Despite this limitation, it is felt that we have yet to satisfy ourselves that all the duties being performed are necessary to carry out a good program of personnel management internal to the Divisions.

5. In summary, this general situation deserves examination in more depth than applied during the present survey. With this in mind, a staff member of the Office of Personnel is now carrying on such a more detailed study of personnel-type operations at the Division level. It is anticipated that the results of this additional study should point to means for accomplishing more simplified and more economical operations.

6. Finally, in order not to delay providing you with the results of this study, I am sending it forward with the recommendation that we redraft the statement made under paragraph IIC, "Harmonizing Ceiling Policy with the Agency Personnel System," in the light of findings we have made in working out the flexible T/O; and that we expand on paragraph IIA, "Career Panel Responsibilities," to include a definition of the functions of the panel chairman.

1st Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

Attachments

Distribution:

O&2 - Addressee

3 - OD/Personnel

OD/Pers/ :vbm (9 Dec 57)

~~CONFIDENTIAL~~

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment